

TYPE I ADMINISTRATIVE REVIEW - CHECKLIST

SNU (same use class), TUP, Home Occupation (Travelers Accommodation, Lodging) submittals

The following materials must be submitted with a Substitution of Nonconforming Use (same use class), Temporary Use Permit (TUP), or Home Occupation (Travelers' Accommodation, Lodging) applications that require a Type I Administrative review and approval by the Planning Director. Application submittals are filed with the Planning Department, 2ND FLOOR, 255 West Alameda Street. Call 791-4541 for more information.

- ☐ **1 APPLICATION.** (The application completed in full and signed by the property owner).
- ☐ **1 APPLICATION ATTACHMENT.** (A typed one- or two-page statement by the applicant providing staff with specific information relating to the proposed land use request - such as hours/days of operation, number and type of employees and customers, etc.).
- ☐ **3 COPIES OF AN ACCEPTABLE SITE PLAN (FOLDED TO CITY STANDARDS).** An acceptable site plan is that plan determined by Planning Staff prior to final submittal.
- ☐ **1 COPY OF PIMA COUNTY ASSESSORS MAP.** (The current computerized printout from the Pima County Assessor's Office, 115 North Church Avenue).
- ☐ **1 COPY OF PIMA COUNTY ASSESSORS LEGAL PRINTOUT** (The current computerized printout from the Pima County Assessor's Office, 115 North Church Avenue).
- ☐ **PLANNING DEPARTMENT PRE-APPLICATION MEETING.** All applicants should attend a pre-application meeting (Planning Department, 3rd floor, City Hall) Call 791-4571 for scheduling information.

Date attended meeting: _____
- ☐ **DEVELOPMENT REVIEW BOARD (DRB) APPLICATION.** (Applicable only to Home Occupation - Travelers Accommodation, Lodging submittals)
- ☐ **NEIGHBOR SIGN OFFS (OPTIONAL -** The signatures of "No Objection" to the request from those neighboring property owners, staff has determined to be the neighbors most affected by the request. If ALL signatures are obtained, the application can be processed in 2.5 instead of 5 weeks).
- ☐ **FILING FEES** (Paid by check made out to the "City Of Tucson").

- **Substitution of Nonconforming Use (same class)** \$160.00
 - Microfiche* 13.80
 - \$173.80
 - **Temporary Use Permit (TUP)**
 - 1. Residential \$80.00
 - 2. Nonresidential \$160.00
 - **Home Occupation (Traveler' Accommodation, Lodging)** \$80.00
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Case Number_____

Date Accepted_____

PLANNING DEPARTMENT APPLICATION

File this application at the City of Tucson Planning Department 3RD Floor Offices. 255 West Alameda, City Hall. Please submit a complete, accurate, and legible application accompanied by the appropriate plans and documentation. This will assist us in processing your application. Contact the Planning Department at 520-791-4541 regarding the amount of the fees. Please make checks payable to "City of Tucson."

PROPERTY INFORMATION

Project Address_____

Zone_____Proposed Use (Please be specific.)_____

Number of Existing Buildings_____Number of Stories_____Height of Structure(s)_____

Size of Property_____

Property Tax Code(s)_____

Property Legal Description_____

APPLICANT INFORMATION

APPLICANT
AGENT

NAME_____

ADDRESS_____

PHONE_____FAX_____

Mailing Address: Tucson Planning Department
P. O. Box 27210
Tucson, AZ 85726-7210

Location: City Hall
225 W. Alameda
Phone: 520-791-4541
Fax: 520-791-4130

OWNER NAME _____

ADDRESS _____

PHONE _____ FAX _____

DESIGN NAME _____

PROFESSIONAL ADDRESS _____

(Architect, Engineer)

PHONE _____ FAX _____

SIGNATURE OF OWNER

Date

SIGNATURE OF APPLICANT (if not owner)

Date

If you have already applied for any related processes, please list the case numbers (CDRC, variance, DSD log, etc.) _____

APPLICATION ATTACHMENT INFORMATION

Please note that this application must be accompanied by a (typed, if possible) one- or two-page attachment. The attachment provides staff with that information specific to your request (e.g. LDO, Special Exception, Nonconforming Use, TUP, etc.). The information provided by both the application and the attachment ensures staff is provided with the information necessary to process your request properly. For example:

- LDO: the new building, the perimeter yard/wall height requested and the LUC requirement, what lot line is impacted, is there similar setbacks/wall heights in the immediate neighborhood?*
- Special Exception: hours/days of operation, number/type employees and/or customers. Why is this use compatible with immediate neighborhood?*
- Nonconforming use: comparison of prior use with proposed use. Include hours/days of operation, number/type of employees, outside storage, gross floor areas, etc.*
- TUP: The temporary use or structure and the permanent use or structure.*
- All attachments should explain why you feel the request should be approved.*